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OFFICE OF TRAINING
OPERATIONS SCHOOL
CLANDESTINE SERVICES RECORDS II #4-68
(Biographic Research)

18 - 22 March 1968

30 Hours

Room 601, 1000 No. Glebe Road

25X1A9a

Chief Instructor

Room 614, 1000 No. Glebe Road

Extension 3096

GROUP I
Excluded from automatic
downgrading and
declassification

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S E C R E T

F O R E W O R D

CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.


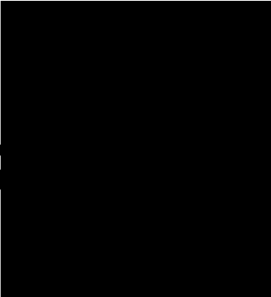




Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the students should absorb.

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Monday, 18 March 1968

0900 - 0920	Administration and Course Introduction	 Chief Instructor	
	Issue of Student kits, seating and student review of reading material and schedule		
0920 - 0950	Biographic Research in the CS		25X1A
	An outline of research and investigative procedure. * Bio graphic research at Headquart related to investigation at t Field Station		
1000 - 1030	CI/OA: The Relation of Its Records to the CS Mission	Chief, CI, 	25X1A
1045 - 1200	CRS/Biographic Register	 C/USSR/ISG/CRS	25X1A
	A description of the sources and services available to the researcher		
1200 - 1300	Lunch		
1300 - 1340	The Office of Security Index and Biographic Services	 OS/OSD	25X1A
	A description of the services provided by the Office of Security in both the checks of the various other US Govern- ment agencies and in providing investigative or research services.		
1350 - 1440	Introduction to non-CS indices and Files	Mr. 	25X1A

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Tuesday, 19 March 1968

0900 - 1000	Collation and Analysis of Biographic Information
1000 - 1500	Biographic Research Practical Exercise

Wednesday, 20 March 1968

0900 - 1400	Biographic Research Practical Exercise (continued)
1400 - 1440	Writing the Meaningful Report

CI Staff, 

A9a

25X1A

Thursday, 21 March 1968

0900 - 1400	Biographic Research Practical Exercise (concluded)
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Mr. 

25X1A

Friday, 22 March 1968

0900 - 1130	Critique of Practical Exercise
1130 - 1200	Final Administration

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